



TRANSIT SECURITY ADVISORY COMMITTEE MEETING
MONDAY, AUGUST 31, 2009, AT 5:00 P.M.
FRESNO CITY HALL, CONFERENCE ROOM 2165N
2600 FRESNO STREET

MINUTES

Present: Gregory Barfield, Chair Homeless Prevention Policy Manager/City of Fresno
Rick Steitz President, Amalgamated Transit Union & Bus Driver
Mitch Collins Case Manager, King View Behavioral Health
Enrique Reade Reade & Sons Funeral Home & Other Committees
Kenneth Hamm Director of Transportation/City of Fresno

Staff:
Tei Yukimoto Fresno City Attorney's Office
Dean Huss Operations Manager/Department of Transportation
Ana Aguinaga Executive Assistant/Department of Transportation

1. Call to Order: Chair Gregory Barfield called the meeting to order at 5:10 p.m. Chair Barfield advised that Mitch Collins and Enrique Reade called that they would be late to the meeting.
 - There was a quorum, and the committee continued with items on the agenda.

2. Approve Meeting Minutes of August 10, 2009

Action Taken: Ken Hamm moved that the minutes be approved as amended. Rick Steitz seconded. Motion carried.

Revisions:

Page 1, 2. Change to: Tei Yukimoto has been working with the Sacramento Regional Transit legal counsel.

Page 2, 6. Change to: Tei Yukimoto said this is a comprehensive State law.

3. Unscheduled Communications

Dean Huss discussed a Minute Order against a FAX rider who the Department was having problems with, and was banned from any FAX property for six months. The Minute Order does not list all the charges; it only cites Penal Code 64066. Dean Huss will request that a FAX Police Officer attend the next committee meeting to discuss the Minute Order.

- Informational item only; no action taken.
- Mitch Collins and Enrique Reade arrived at 5:35 p.m.

4. Conflict of Interest Forms

Conflict of Interest forms will be delivered to the committee members for completion. Chair Gregory Barfield said the Form 700 were self-explanatory. The committee became effective at its first meeting on August 10, 2009.

- Conflict of Interest Forms are due in the City Clerk's Office on September 10, 2009.

5. Select meeting schedule for September-December

Action Taken: It was the consensus of the committee to meet twice a month beginning in September. The meeting dates are September 14 & 28, 2009; October 12 & 26, 2009; November 9 & 23, 2009; and December 14, 2009. Should 2165 not be available, another conference room will be scheduled. To better accommodate committee members' schedules, meetings will begin at 5:30 p.m.

6. Review FAX Policies

Ken Hamm said the only FAX policy that appeared to be applicable was "Customer Inquiry-Complaint Policies and Procedures." The policy explains how the Department of Transportation/FAX receives complaints and directs them to the appropriate division (i.e., Operations, Paratransit, or Administration). This policy is geared toward how someone would receive a complaint via telephone or from a customer, and the follow through (how the complaint is logged in, tracked, etc.). Ken said the FAX Policy may need to be updated since it was last updated in April 2002. He said it was time to update the policies since some are dated earlier and some later.

- Copies of the policy to be available for the next meeting for members to review.

7. Draft Bylaws for Transit Security Advisory Committee

Ken Hamm said he used the bylaws used by Sacramento as a template for the City of Fresno bylaws. The Committee reviewed each page of the Bylaws and revisions were made.

- Changes to the Bylaws are to be made, with the final Bylaws being presented at the next meeting for approval.

8. Discussion of Administrative Rules

Ken Hamm used Sacramento Regional Transit District Administrative Rules as a guide for the City of Fresno Transit Security Advisory Committee Administrative Rules. Committee members reviewed the document and revisions were made.

- The amended document will be reviewed one more time to ensure that all changes have been made, and then the Committee will adopt the Administrative Rules.

It was suggested to bring in someone from the Fresno area's school districts to discuss the McKinley-Vento (homeless) program and problems kids. There needs to be an understanding between the District and agencies regarding the need to have discipline at the School District level. Coordination with Sacramento was recommended, including having a FAX Police Officer visit Sacramento regarding its current practices.

9. Next Meeting Focus for review, discussion, and direction

Action Taken: Add Vice Chair to the next agenda; approve revised Bylaws; review, approve, and adopt Administrative Rules; and discuss FAX Complaint Policy.

10. Adjournment: Meeting adjourned at 7 p.m.

Public Comment Period. Members of the public in attendance shall have the opportunity to directly address the Committee on any item appearing on the Agenda prior to or during consideration of the item.